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**Thomas J. Sadowski**  
Director

## **MEMORANDUM**

**TO:** State Agencies

**FROM:** OA/Accounting

**DATE:** June 8, 2006

**RE:** Notification Regarding the Purchase Order Rollover Process

A data fix was applied to the SAM II Financial system which now allows a zero dollar final P1 document against a purchase order with inventory items to decrease the On Order quantity. Please disregard the following paragraph from the Notification Regarding the Purchase Order Rollover Process:

"If a State agency has an outstanding purchase order that includes items recorded in the inventory subsystem, the purchase order must be canceled or modified to zero by the State agency. The PORL job cannot be used to roll or lapse purchase orders that contain inventory items because the On Order Quantity is not reduced unless the purchase order is modified to zero or closed."